

STATE BOARD OF CORRECTIONS

BOARD POLICY NUMBER: 20-6

SUBJECT: Record Of Convictions And Register To Be Kept

DATE: July 16, 2003

- 20-6.1 **POLICY.** In order to maintain an accurate record of the conviction of each prisoner, the Director of the Department of Corrections shall file and preserve a copy of the order furnished by the court of conviction and keep a record describing the term of confinement, the offense, and the date on which the prisoner enters a state correctional facility.

The Director may dispose of these records with the consent of the Board of Corrections and the State Library in accordance with retention regulations established under the Virginia Public Records Act.

- 20-6.2 **AUTHORITY.** Code of Virginia, Section
53.1-24, Record of convictions and register to be kept

- 20-6.3 **REFERENCES.** Code of Virginia, Sections
2.2-3700 et. seq., Freedom of Information Act
42.1-76 et. seq., Virginia Public Records Act

- 20-6.4 **IMPLEMENTING PROCEDURES.**
Department Procedure 1-8, Records Retention and Disposition

- 20-6.5 **EFFECTIVE DATE.** July 16, 2003.

- 20-6.6 **SUPERSESSSION.** This policy supersedes Board Policy 20-6 dated September 17, 1998.

- 20-6.7 **REVIEW DATE.** This policy must be reviewed and updated as necessary.

Adopted by the Board of Corrections on May 21, 2003.

Signature Copy on File

Sterling C. Proffitt
Acting Chairman
Board of Corrections